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|  | INDIANA DEPARTMENT OF CHILD SERVICES CHILD WELFARE MANUAL | |
| | Chapter 11: Older Youth Services | Effective Date: January 1, 2019 |
| | Section 17: National Youth in Transition Database (NYTD) | Version: 1 |

STATEMENTS OF PURPOSE

The Indiana Department of Child Services (DCS) will require data reporting for youth in Older Youth Services (OYS) by using the National Youth in Transition Database (NYTD).

Data outcome measures will be collected via a NYTD survey for all qualified youth who are in a foster care¹ eligible placement between the ages of 17 and 17 and 45 days during the survey period. DCS will ensure the youth surveys are completed by the qualified youth and entered into the case management system.

Data outcome measures will also be collected for a NYTD follow-up survey for a sample population of youth who completed the initial survey and are now in a foster care eligible placement or who have aged out of foster care. The follow-up surveys will be completed at the age of 19 and 21. DCS will ensure a contracted NYTD provider assists these qualified youth in completing the survey, and the DCS NYTD Coordinator or designee will then enter it into the case management system.

Code References

[42 USC 677 John H. Chafee Foster Care Program for Successful Transition to Adulthood](#)

PROCEDURE

Outcomes Survey for Youth Age 17

The qualified youth's FCM or 3CM will receive an e-mail notification generated by the case management system that the youth is eligible to participate in the youth outcomes survey for NYTD. Upon receipt of the e-mail, the FCM or 3CM will:

1. Ensure the qualified youth and his or her caregiver is notified of the youth's eligibility to participate in the NYTD youth outcomes survey;
2. Educate the qualified youth and his or her caregiver about NYTD by:
 - a. Providing the qualified youth/caregiver with information received in the e-mail notification,
 - b. Referring the qualified youth/caregiver to the [DCS NYTD website](#), and
 - c. Encouraging the qualified youth/caregiver to contact the [DCS NYTD help desk](#) with any questions they may have regarding the youth outcomes survey.
3. Ensure each qualified youth on his or her caseload has the tools necessary to complete the youth survey. The youth survey must reflect **the youth's own understanding and perspective of the survey questions.**

¹ The federal definition of foster care is "24 hour substitute care for all children placed away from their parents or guardians and for whom the State agency has placement and care responsibility." The full definition is available at <http://www.gpo.gov/fdsys/pkg/CFR-2002-title45-vol4/xml/CFR-2002-title45-vol4-sec1355-20.xml>.

Note: The NYTD survey must be completed by the qualified youth. The qualified youth may complete the survey alone or with assistance from a trusted adult, which includes, but is not limited to; the youth's parent, guardian, or caregiver; adult sibling; other relative; mentor; John H. Chafee Foster Care Program for Successful Transition to Adulthood (the Chafee Program) OYS service provider; therapist; foster parent; or Licensed Child Placing Agency (LCPA) case manager.

4. Submit the survey through one (1) of the following methods:
 - a. Through the web portal, which may be accessed by clicking on the NYTD logo located on DCS' homepage, or by following the link: <https://magik.dcs.in.gov/Portal/Home/Login>. The username and password for the survey are included in the notification e-mail received,
 - b. Providing the youth a blank [NYTD Youth Survey](#) to complete. The survey may then be submitted via e-mail to the [DCS NYTD help desk](#) for entry, or
 - c. Over the phone with an adult asking the questions on the survey and entering the youth's answers into the web portal.

Note: For youth with an open Juvenile Delinquency (JD) case, the youth's Probation Officer (PO) will complete the above steps. In cases of dual status, the lead agency is responsible for completing the above steps (see policy [2.25 Dual Status](#)). The youth's FCM, 3CM, or PO may request that the Chafee Program OYS contracted service provider assist the qualified youth in completing the NYTD youth survey, using the methods described above.

Questions or concerns about a qualified youth's willingness or ability to complete the survey should be directed to the [DCS NYTD help desk](#).

Reporting for Older Youth Services:

The FCM or 3CM will ensure the Chafee Program OYS contracted service provider and other required NYTD reporters:

1. Submit a monthly report through the DCS NYTD Provider Login, as outlined in the [KidTraks NYTD Report Submission](#), each month that a reportable NYTD service is provided to a youth age 16 or older who resides in a foster care eligible placement;
2. Mark all eligible NYTD services that were provided during the reporting period corresponding to the report that is being submitted; and
3. Update the youth's address, education, and any other applicable information as necessary.

Note: For youth with an open Juvenile Delinquency (JD) case, the youth's Probation Officer (PO) will complete the above steps. In cases of dual status, the lead agency is responsible for completing the above steps (see policy [2.25 Dual Status](#)).

Reporting Demographic and Case Information:

The FCM or 3CM will:

1. Ensure the youth's demographic information, including the youth's race, ethnicity, and tribal membership, is complete and up to date in the case management system and/or KidTraks;
2. Update the youth's educational information required for NYTD (e.g., special education status and last grade completed). This information should be entered through the

education/school module in the case management system for every youth age 16 and older;

3. Ensure all youth in a DCS foster home, relative care, or a non-licensed court-approved placement have a referral for older youth services made to a Chafee Program OYS service provider at age 16 or older; and
4. Ensure the youth's placement information is accurate.

Note: For youth with an open JD case, the youth's PO will complete the above steps in KidTraks. In cases of dual status, the lead agency is responsible for completing the above steps.

PRACTICE GUIDANCE

The NYTD survey gives older youth the opportunity to provide direct feedback to DCS regarding their personal foster care experience. Educating youth regarding the purpose of NYTD and how their participation will positively impact future foster youth is highly encouraged. Engagement of the youth during the survey process will assist in increasing participation rates and follow-up surveys.

NYTD service element definitions may be found at the following link: [NYTD Service Elements](#).

FORMS AND TOOLS

1. [KidTraks NYTD Report Submission](#)
2. [NYTD Forms and Links](#)
3. [NYTD 101: Guidebook for FCMs](#)
4. [NYTD Youth Survey](#)
5. [NYTD Youth Outcomes Survey Login](#)

RELATED INFORMATION

NYTD is a data collection system developed to track older youth services provided to youth. NYTD is used to collect demographic and outcome information on certain youth in foster care eligible placements whom the State of Indiana will follow over time to collect additional outcome information. Information regarding older youth services received will be collected for all youth over the age of 16 and in a foster care eligible placement.

Eligible NYTD services do not always align with Indiana's OYS standards due to NYTD being a federal program administered by the state. Accurate reporting for NYTD requires the reporter to be familiar with the [NYTD Service Elements Definitions](#).

More information regarding NYTD can be found on the [DCS NYTD website](#), which includes the following:

1. Spotlight on NYTD (Informational Video);
2. Take the NYTD Survey (Informational Video); and
3. Give the NYTD Survey (Informational Video).